

Target Group:



Occupational Profile

Medical Assistant

Standard Occupational Code 31-9092.00

What They Do

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Social – Like to work with other people. They enjoy teaching, helping, and curing people. They are good with words.

Conventional - Enjoy following a set of procedures and routines with a clear line of authority to follow.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career:

Support - Offer supportive management that stands behind employees.

Relationships - Allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Achievement – Results oriented occupation that allows employees to use their strongest abilities, giving them a feeling of accomplishment.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career:

- Oral Comprehension
- Oral Expression
- Problem Sensitivity
- Written Comprehension

Skills You Need

- Speaking
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Monitoring
- Critical Thinking
- Coordination
- Writing

Education & Training

Medical assistants need **an associate's degree in medical assisting or vocational training.**

Medical assistants are required to be licensed by the South Dakota Board of Medical & Osteopathic Examiners.

Requirements for the National Career Readiness Certificate (NCRC)

	Median Skill Level
Applied Mathematics	4
Reading for Information	4
Locating Information	3

Where They Work

The South Dakota Industries which employ the largest number of medical assistants are:

- General Medical and Surgical Hospitals
- Offices of Physicians
- Offices of Other Health Practitioners
- Other Ambulatory Health Care Services
- State Government

SD Employment & Wages

2012 Workers	2022 Workers	Numeric Change	Percent Change	Average Annual Demand for Workers	Median Annual Wage
1,095	1,275	180	16.4%	39	\$27,600

Additional References

South Dakota Career InSite

www.sdjobs.org/careerinsite

Career OneStop

www.careeronestop.org

O*Net Online

online.onetcenter.org

Visit www.sdjobs.org/lmic/occprofiles to obtain the most recent workforce data and trends. Also available are explanations of the terms used for work interests, work values, abilities, and skills sections of occupational profiles.